PROGRAM ADMINISTRATION ASSISTANT
POSITION DESCRIPTION

Position Title:	Program Administration Assistant (Park Lands, Policy & Sustainability)
Responsible To:	Associate Director, Park Lands, Policy & Sustainability
Council Portfolio:	City Shaping
Council Program:	Park Lands, Policy & Sustainability
Classification Level:	Salaried, Level 4

Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrate our environment leadership now and into the future.

Overview of Program

Park Lands, Policy & Sustainability Program establishes clear and integrated policies and plans to shape a well designed, planned and developed City, to protect and enhance our unique Park Lands, and support a welcoming and resilient community that demonstrates environmental leadership.

Key Relationships / Interactions

Internal	Employees across the Park Lands, Policy & Sustainability Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	General Public SA Government and Commonwealth Government Departments City Resident, Precinct and Community Groups

FINAL



Primary Purpose	As part of the Program the Program Administration Assistant will ensure the provision of timely confidential administrative support and related services to the Associate Director and Program.
Responsibilities	The Program Administration Assistant is responsible for; • Providing timely, effective diary management by prioritising and organising meetings with internal and external stakeholders in consultation with the Associate Director, including conflict resolution where there are competing demands. • Coordinating the submission and distribution of documents to the Associate Director, to ensure all relevant information is provided prior to appointments and meetings. • Providing a full range of administrative and clerical support services, including email monitoring, filing and records management (which involves a full working knowledge of the relevant records management system), maintenance of registers and routine databases, photocopying, document preparation and compilation of manuals and reports. • Organising meetings, workshops, seminars, forums workshops and presentations for the Program Teams. • Coordinating Program reporting obligations including Council decisions and motions on notice reporting as well as Strategic Plan reporting requirements. • Undertaking Program budgetary processing, financial reporting duties and maintenance of financial records as required including processing of accounts, invoicing, purchase orders and taxi voucher reconciliation. • Providing timely and efficient administrative services, including minute-taking and related administrative support to meetings, seminars and related forums. • Ensuring all outgoing correspondence, reports, submissions and briefings conform to corporation standards including formatting. • Maintaining an awareness of issues, activities and initiatives relevant to the Program and Associate Director. • Work collaboratively and proactively with the Program teams to carry out various administrative duties which align to delivering outcomes for the Council Program and to assist them in completing program activities/projects and ensure consistent application of language, formatting and styles. • Assisting with the review of existing administrative procedures, processes and systems to support and improve service delivery. • Responsibilities relevant to specific program.

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

FINAL



Position Criteria

Qualifications	Successful completion of Year 12 or equivalent.	**Essential**
	A tertiary qualification in Business Administration or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	**Desirable**
People Management	Display an ability to perform duties without supervision and to work under pressure. Ability to be collaborative, enabling and solution oriented. Proven ability to successfully manage external relationships to the benefit of the organisation.	**Essential**
Financial Skills & Acumen	Knowledge and skills in Word and Excel programs for monitoring budgets and demonstrated ability to create and process purchase orders and invoices. Experience with the budgeting, purchase orders, invoice payment and records management processes and systems.	**Essential**
	Experience in management of accounts.	**Desirable**
Technical Knowledge & Experience	Experience in providing a broad range of administrative and related clerical services at an advanced level and with high levels of accuracy. Substantial experience in managing sensitive and confidential information.	**Essential**
	Awareness of Council protocol matters.	**Desirable**
Project Management	Understanding of project life cycle, and ability to assist with strategies relating to projects and programs and ability to promote cross functional collaboration. Strong organisational skills, the ability to successfully manage competing priorities, maintain attention to detail and meet deadlines. Demonstrated ability to plan and operate efficiently under pressure to complete work.	**Essential**
Innovation & Initiative	Ability to develop creative solutions and achieve innovative outcomes that enhance the delivery of the Program's goals.	**Essential**
Resource Management & Decision Making	Ability to prioritise and be flexible when responding to changing priorities and demands. Strong organisational skills, the ability to successfully manage competing priorities, maintain attention to detail and meet deadlines.	**Essential**
Professional Development	A commitment to ongoing professional development and continuous learning. Ability to demonstrate a self-learning and self-development philosophy.	**Essential**
Customer Commitment & Integrity	Capacity to maintain a high degree of discretion and exercise sound judgement in dealing with sensitive and confidential matters. Demonstrated high level skills in dealing confidently and courteously with people at all levels.	**Essential**
Collaboration & Communication	Well-developed team-work skills and the ability to build positive working relationships within the Program and across the organisation. Capacity to work independently with minimal direction and collaboratively in a team environment. A high level of written and verbal communication skills, including tact and diplomacy and able to display such skills to all levels within the organisation	**Essential**
Administrative Skills	Strong organisational skills, the ability to successfully manage competing priorities, maintain attention to detail and meet deadlines.	**Essential**

FINAL



	Advanced skills in MS Office computing applications including word processing, spreadsheet, database, presentation software such as PowerPoint or similar and email.	
Government Experience	Experience working in a government environment.	**Desirable**

Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

FINAL



Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance will be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	**Office Workstation**
Work Area	**Various**
Physical Demand Rating	**Very Light Work**

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	**Critical Range of Motion:** Shoulder to 90° flexion. **Lift Capacity:** Up to 2kg (ream of paper). **Push / Pull Force:** N/A **Environmental Factors:** Indoor. Carpet in most offices. Lift access in most buildings. **Task Rotation:** tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. **PPE:** Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).
***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.